

Mid Calder Primary School - Effective Home/School Communication Table



TECHNOLOGY BASED COMMUNICATION		
Email/Phone call	Two way communication	All information will be sent from school via email Groupcall system. We welcome email communication and deem this to be highly effective. Please direct all emails to the school office who will direct your email to the relevant member of staff. Please note that a response may not be immediate, but we will reply and aim to do so in a timeous manner. We aim to have all correspondence replied to within 5 working days.
WL Parent Portal		The single point of access for online school payments (iPayImpact) and a variety of additional services to support you and your child. All Parents/carers should register for this portal to link with their child.
P1-P3 SeeSaw		Online Platforms for pupils to access learning tasks from home or at school. Parents can use the Seesaw Family app to view their child's profile.
P4-P7 Microsoft Teams		Online platform used for our P4-P7 classes to access learning tasks from home or at school
Microsoft Forms		You will regularly receive electronic forms asking for your feedback. We kindly ask that you do complete these as it helps us improve the school. The forms should normally only take a few minutes to complete.
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Website	One way communication	Here you will find an abundance of information about the school. Please familiarise yourself with our website and use this as a point of reference when needed. Contact details, School staffing, Newsletters, School Documents, Uniform, Lunch menus, Term Dates, Policies and Procedures
Microsoft SWAY		Throughout the year, classes will create Microsoft Sways to capture and celebrate learning taking place in school. These interactive presentations provide a snapshot of key activities, projects, and achievements in the classroom. Sways are shared with families to offer a window into school life, helping parents understand what their child has been learning. They can also be used as a supportive tool to prompt conversations at home, encouraging children to talk about their experiences, reflect on their learning, and share their successes.
E-Newsletters		You will receive a link via email to access our E-Newsletter which is issued monthly. This newsletter should keep you up to date with the life of the school, current initiatives, school and pupil achievements and current calendar dates.
Online Learning Letters		At the start of each term, classes will share a 'Learning Letter' with families. This provides an overview of the key learning that will take place, including main topics and areas of focus across the curriculum. The Learning Letter also highlights important dates, class routines, and any key information to support organisation at home. While these are not mandatory, the school recognises how helpful they can be for parents and carers in providing a clear understanding of what their child will be learning. They are intended to support engagement and encourage meaningful conversations at home about your child's learning journey throughout the term.
GroupCall – TEXT		This is used if we need to contact you with urgent information e.g winter weather school closure.